



TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

Ad Hoc Design Review Board Minutes

Thursday, June 8, 2006
7:00 PM – Conference Room
Ellington Town Annex

Members Present: Michele Beaulieu, Anthony Gallicchio, Bob Dawson and Nancy Way
Other Present: Peter Williams,

I. Call to Order: Nancy Way called the meeting to order at 7:09.

II. Citizens Form / Public Comments: None

III Old Business

1. Approval of meeting minutes of April 6, 2006

Moved (Way) Seconded (Gallicchio) to approve meeting minutes of April 6, 2006 and passed unanimously with the following correction.

Moved (Beaulieu) Seconded (**Way**) and passed unanimously to adjourn the meeting at 8:10 PM of the Ad Hoc Design Review Board.

IV New Business

Moved (Gallicchio) Seconded (Way) to add two items to the agenda 4) 88-96 West Road – Garage & Storage Space; 5) 133 West Road -2 Light Poles and a discussion on the update of the Zoning Regulations

Design Reviews:

1) Design Review –291 Somers Road- Small Coffee Shop; Peter Williams made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Enclosed)

2) Design review - 88-96 West Road – Garage & Storage Space; Peter Williams made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Enclosed)

3) Design Review - 135 West Road – Unified Sign Design ; Peter Williams made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Enclosed)

4) Design review – 7 Nutmeg Drive – Paving Change ; Peter Williams made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Enclosed)

5) Design review - 133 West Road -2 Light Poles; Peter Williams made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Enclosed)

Tony Gallicchio noted that it would be helpful if a check list was made up for reviews, Peter Williams will make one up and enclose it with the meeting minutes for review and comment at the next meeting.

6) Discussion on zoning regulation updates.

The first step in revising/updating the Zoning regulations has been completed. The updated zoning regulation booklet has been approved by the P&Z Commission effective June 10, 2006. The Town Planner has stated that the next step is to identify areas in the regulations that may need modified. This is the time that the DBA should recommend any zoning design regulation that would be appropriate of the P&Z to review.

Moved (Beaulieu) Seconded (Dawson) and passed unanimously to adjourn the meeting at 7:57 PM of the Ad Hoc Design Review Board.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Peter Williams', written over a horizontal line.

Peter Williams

MEMORANDUM

DATE: June 8 , 2006

TO: Town of Ellington Planning & Zoning Commission

FROM: Ad Hoc Design Review Board

CC: Michael Stupinski, First Selectman
Applicant

SUBJECT: Plan Review Z200629 - 291 Somers Road- Small Coffee Shop;

On Thursday, June 8, 2005 the Ad Hoc Design Review Board did a review of the plans for 291 Somers Road

Overall Site Design:

The overall site design, as represented, appears to be compatible to the surrounding area however the plans do not show sufficient details on how the new coffee shop will be able to function within a single family home.

The Design Review Board recommends that this be continued or disapprove until a clear description and signed plans are submitted showing:

- dumpster locations
- parking space dimensions
- site lighting
- signage
- Architectural changes to the existing building

MEMORANDUM

DATE: June 8 , 2006

TO: Town of Ellington Planning & Zoning Commission

FROM: Ad Hoc Design Review Board

CC: Michael Stupinski, First Selectman
Applicant

SUBJECT: Plan Review – #Z200626 - 88-89 West Road – Garage & Storage Space

On Thursday, June 8, 2005 the Ad Hoc Design Review Board did a review of the plans for 88-89 West Road – Garage & Storage Space

Overall Site Design:

The overall site design, as represented, appears to be compatible to the surrounding area however the plans do not show sufficient details on how the new garage and storage building will function on the site

The Design Review Board recommends that this be continued or disapproved until a clear description and signed plans are submitted showing:

- Elevations of new addition
- Doorways and pedestrian ways for new addition
- New dumpster locations
- Elevation of new storage building
- Use of new storage building
- Access driveway to new storage building
- New signage

MEMORANDUM

DATE: June 8 , 2006

TO: Town of Ellington Planning & Zoning Commission

FROM: Ad Hoc Design Review Board

CC: Michael Stupinski, First Selectman
Applicant

SUBJECT: Plan Review Z200625 135 West Road – Unified Sign Design;

On Thursday, June 8, 2005 the Ad Hoc Design Review Board did a review of the plans for 135 West Road – Unified Sign Design

Overall Sign Design:

The overall sign design, as represented, appears to be compatible to the surrounding area.

The Design Review Board recommends that any approval clearly states that the approval is only for uniformed sign design and not for any proposed building or plan revisions that are shown along with this submission.

MEMORANDUM

DATE: June 8 , 2006

TO: Town of Ellington Planning & Zoning Commission

FROM: Ad Hoc Design Review Board

CC: Michael Stupinski, First Selectman
Applicant

SUBJECT: Plan Review #Z200632 – 7 Nutmeg Drive paving change;

On Thursday, June 8, 2005 the Ad Hoc Design Review Board did a review of the plans for 7 Nutmeg Drive paving change

Overall Sign Design:

The paving change, as represented, appears to be compatible to the surrounding area, in that a number of existing establishments on Nutmeg Drive have the same type of paving conditions.

MEMORANDUM

DATE: June 8 , 2006

TO: Town of Ellington Planning & Zoning Commission

FROM: Ad Hoc Design Review Board

CC: Michael Stupinski, First Selectman
Applicant

SUBJECT: Plan Review #Z200630 – 133 West Road – 2 Site Lights;

On Thursday, June 8, 2005 the Ad Hoc Design Review Board did a review of the plans for 133 West Road – 2 Site Lights

The Design Review Board recommends that this be continued or disapproved until a clear description and signed plans are submitted showing:

- Current conditions on site as it is presently being used
- All locations of cars for sale areas
- Clear layout of light poles signed by the designer
- Light fixtures that meet the full cutoff requirements of the Ct Building Code.

**The Design Review Board recommends the following for
Planning & Zoning Consideration on application**

#	Address	Description:
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- Design Approval
- Design Approval with conditions
- Continuance for more information on proposed design
- Design Disapproval

Draft

Based on the following review comments:

Part 1: Completeness of application:

Signed plans and/or sketches showing current conditions

Clear description and explanations of proposed work and/ or activities

Complete Site plans showing

Building locations

Paving & Pedestrian ways

Landscaping w/ contours

Signage

Lighting

Building Elevations w/ type & colors of building components

Building Floor plans

Dumpsters and or amenities locations

Part 2: Appropriateness of location or use:

Overalls design & architectural treatments

Building locations

Paving & Pedestrian ways

Landscaping w/ contours

Signage

Lighting

Building Elevations w/ type & colors of building components

Building Floor plans

Buffer zones, fencing and screening

Dumpsters and or amenities locations

Part 3: Design effect on neighborhood and character of town:

Compatibility to surrounding areas

Part 4: Recommendations

- Design Approval
- Design Approval with conditions
- Continuance for more information on proposed design
- Design Disapproval